

Transparency Policy

1. Scope

Sight For All is committed to high standards of transparency and accountability to our donors and supporters. We are committed to disclosing timely, relevant and accurate information in accessible forms.

This policy outlines the importance that Sight For All places on transparency and accountability. It acknowledges the importance of transparency in our operations and in our communications with donors, funders, supporters and the Australian Government.

This policy applies to Sight For All Board Directors, staff, Visionaries, volunteers, Ophthalmic Country Officers.

2. Sight For All Values

Sight For All's values underpin our activities. These values are:

Collaboration

Partners engaged in project design, implementation and monitoring.

Sustainability

Fostering self-reliance through comprehensive evidence-based projects that positively impact communities into the future.

Respect

Celebrating everyone's contribution by recognising their value and dignity.

Equity

Valuing the input of all, and acknowledging diversity of background, experience and ability.

In all activities Sight For All values our people, the support of our partners, and the support and generosity of our funders.

Sight For All is governed by a voluntary Board of Directors, of which constitutionally, 50% must be ophthalmic health care professionals.

Sight For All is a registered charity under the Corporations Act 2001, is a charitable organisation registered by the Australian Charity and Not For Profit Commission (ACNC) and is a member of the Australian Council for International Development (ACFID) Sight For All abides by the ACFID Fundraising Charter and adheres to the ACFID Code of Conduct. This includes Compliance Indicator 7.3.1 – *Member's demonstrate an organisational commitment to operate transparently with all stakeholders.*

As outlined in Sight For All's Non-Development Activity Policy, funds received for a project will only be used for that purpose and not for the promotion or adherence to a religion or political party.

Sight For All is a not-for-profit organisation that is independent of any political or religious affiliation.

Sight For All is a Deducible Gift Recipient organisation and is audited annually by an independent auditor.

Sight For All has Base Accreditation with the Australian Government's Australian NGO Cooperation Program (ANCP), is an equal opportunity employer, supports the central role of women in development, and does not discriminate based on race, gender, disability, age, ethnicity, religion or politics.

3. Funding Streams

Sight For All's core funding streams include:

- Community and corporate support
Income received from the Australian public and corporates in the form of public donations
- Grants received from Department of Foreign Affairs and Trade (DFAT)

- Other Australian organisations
- Other income

4. Principles underlying this policy

The principles underlying this policy are:

- Ethical and transparent processes for accepting and managing donations and for coordinating fundraising activities
- Ensuring the privacy of donors that is consistent with their wishes and to the extent provided by law and as outlined in Sight For All's Privacy Policy
- Accurate reporting of funds raised including administration and fundraising costs
- Ensuring the use of funds for which they were intended and in complying with Sight For All's Vision and Purpose
- Compliance with relevant legislation, ACNC and the ACFID Code of Conduct plus funding and contractual requirements
- Adherence to the ACFID Fundraising Charter
- A commitment to not making statements about other ACFID members with the intention of creating a reputational or other advantage to themselves.

5. Transparency in Fundraising

Sight For All has a Fundraising Policy in place detailing responsibilities for the acceptance of and non-acceptance of donations. Some of those responsibilities include:

In soliciting donations:

- ensuring donations are made to Sight For All generally or for specified projects
- ensuring all materials and other communications used for fundraising purposes clearly identify Sight For All and are accurate and truthful
- appropriately acknowledging and recognising donations in consultation with the donor

In not accepting donations:

- if the donor's activities are not compatible with Sight For All's Vision Purpose or Values
- if the cost of accepting donations is more than the value of the donation itself
- if through receiving the donation there will be a detrimental impact on Sight For All's reputation.

6. Financial Transparency

Sight For All's Finances are externally audited and available on the organisation's website. Reports state funds spent on administration and fundraising activities and are supported by graphs and a written report by the Treasurer.

Written and verbal financial reports are provided at Sight For All Board meetings and Sight For All's Finance, Risk, Audit and Compliance Committee meetings 6 times per year.

7. Privacy

Sight For All is committed to protecting the privacy of individuals. Sight For All is bound by the Privacy Act 1998, the 13 Privacy Principles, the ACFID Code of Conduct and Payment Card Data Security Standards. Sight For All's Privacy Policy outlines the way in which Sight For All manages an individual's personal information to protect their privacy. The Privacy Policy is available on the Sight For All website.

8. Published Materials

Sight For All has a Published Materials Quality Assurance Procedure in place to ensure that information contained in published materials is accurate and is portrayed in an appropriate manner. The procedure outlines the process of approving material, including when content may be sensitive or disturbing.

9. Ethical Decision Making

Sight For All makes ethical decisions when developing content for the website, social media platforms, newsletters and when writing case studies. The ethical considerations are outlined in Sight For All's Published Material Quality Assurance Procedure and includes asking questions such as:

- If we share the story, will the individual(s) be safe?
- Do we have appropriate consent?
- Have we respected children's rights to dignity and equality?
- Have we carefully considered how indigenous people are portrayed?

10. Images

Sight For All has a Personal Image Consent Procedure, which the steps to be taken prior to individuals being photographed, when taking images and after images have been taken. As outlined in this procedure, written consent is required prior to the image being taken. This consent is stored by Sight For All.

The Sight For All team do not use images without confirmation that consent has been provided. When taking images, Sight For All representatives will ensure that adults and children are presented in a dignified and respectful manner and that the image is an honest representation of context and fact.

Ophthalmic Country Officers, staff, Fellows and Visionaries are aware of the Personal Image Consent Procedure and the need for consent to be provided, prior to images being taken in-country. Ophthalmic Country Officers, Fellows and in-country staff provide assistance in obtaining consent. The Personal Image Consent Form is available in Burmese, English, Khmer, Laotian, Mongolian, Sinhala and Tamil.

11. Complaints

Sight For All recognises the rights of individuals and organisations that it does business with to lodge a complaint and have it resolved fairly and as quickly as possible.

As an observer of the ACFID Code of Conduct, Sight For All recognises that individuals who believe there has been a breach of the Code by Sight For All, are able to make a complaint with the ACFID Code of Conduct Committee directly.

ACFID can be contacted via telephone +612 6285 1816 or email code@acfid.asn.au

Further details of submitting a complaint to the Code of Conduct Committee can be found via this link <https://acfid.asn.au/content/complaints>

The Complaints Handling Policy contains a full outline of Sight For All's processes and timeframes in dealing with complaints. The Complaints Handling Policy is available on the Sight For All website.

12. Related Documents

- Sight For All Complaints Handling Policy
- Sight For All Fundraising Policy
- Sight For All Non-Development Activity Policy
- Sight For All Personal Image Consent Procedure
- Sight For All Personal Image Consent Form
- Sight For All Privacy Policy
- Sight For All Published Material Quality Assurance Procedure

13. Review

The Sight For All Transparency Policy is reviewed on a biennial basis.

Sight For All Transparency Policy November 2021
Approved by the Board of Directors 16 November 2021
Version 3.0

Document Revision History

Document Name	Version #	Date Approved
Transparency Policy	1	18 January 2018
Transparency Policy	2	26 November 2019
Transparency Policy	3	16 November 2021